

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			3	9P	Information And Communication Resources Acceptable Use
			Revised 2017		Next review 2023

These procedures apply to all Clover Park Technical College employees, students and non-employees who may be authorized to use computing resources. Permission for use forms can be found on the staff intranet at (Request for Administrative Access Form and Network Account Form) <http://staff.cptc.edu/forms>.

General provisions for use of college information and communication resources:

- use only for college business
- use only resources you've been authorized to use
- be aware of and comply with copyright laws
- don't send or display messages that are obscene or harassing
- other than approved IT staff, do not use software or hardware designed to capture, examine or alter network data
- do not use to create, disseminate or execute self-replicating or other nuisance programs
- always secure unattended workstations
- do not forge any electronic message
- do not share accounts and passwords created for individuals

The use of IT resources does not confer a right to privacy in those resources. Information created and posted on college resources is not private or secure.

Given sufficient cause the Vice President for Finance & Administration or his/her designee has the right to obtain access to materials stored on the Clover Park Technical College network or computers. Such access may be necessary to conduct College business, and/or to investigate a suspected illegal act or violation of policy. These materials may be gathered with or without notification to the employee.

Violations of the policy and/or this procedure may result in:

- loss of computer use privileges;
- denial of future access to IT resources;
- disciplinary action up to and including termination; and/or
- legal action.

APPROVAL:

By:  Date: 7/31/20
Larry Clark, VP for Finance & Administration